



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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Canc: Dec 2015

CCBul 8020  
7C

DEC 16 2014

COMBAT CENTER BULETIN 8020

From: Commanding General  
To: Distribution List

Subj: EXPLOSIVES SAFETY SELF ASSESSMENTS FOR CALENDAR YEAR 2015

Ref: (a) MCO P8020.10B  
(b) NOSSAINST 8020.14D

Encl: (1) Applicable Program List  
(2) Inspection Schedule  
(3) Corrective Action Plan Guidance

1. Situation. Experience has demonstrated that self-audits are one of the most effective means to maintain a valid and reliable Explosive Safety Program. The Explosives Safety Self Assessment Program (ESSA) permits activities to conduct periodic safety appraisals of their current ammunition and explosives (A&E) operations and implement corrective action to reinforce basic Explosive Safety and surveillance requirements.

2. Mission. Establish guidance and direction for the ESSA Program, as well as the continual review, monitoring, and implementation of process improvements to the Explosives Safety Program aboard the Combat Center per the references.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All Commanding Officer's (COs), Officers-In-Charge (OICs), and Special Staff Officers aboard the Marine Air Ground Task Force Training Command (MAGTF TC), Marine Corps Air Ground Combat Center (MCAGCC) will adhere to the guidance and direction in this Bulletin.

(2) Concept of Operations

(a) The ESSA Program emphasizes the importance of maintaining a well disciplined, proactive approach to Explosives Safety by applying the precepts of Operational Risk Management while promoting the highest standards of A&E safety, integrity, and compliance.

(b) The ESSA Program is a catalyst for creating and maintaining an operating environment that fosters a concerted joint inter-organizational action to accomplish safety related goals.

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(c) The ESSA program aboard MAGTFTC, MCAGCC will:

1. Implement a process for inspecting organizations aboard MAGTFTC, MCAGCC at least annually.

2. Provide a means of documenting and identifying deficiencies to include root cause and trend analysis methodology for corrective action.

3. Retain records for a minimum of four years.

4. Develop a structured checklist per the references to include applicable programs and elements from the Program Evaluation Guide as stated in the Explosive Safety Inspection (ESI) checklists.

5. Be flexible to allow adjustments to accommodate operational changes and training tempo.

b. Subordinate Element Missions

(1) Explosives Safety Officer

(a) Conduct the ESSA, per enclosures (1) and (2), and provide a consolidated report to each CO, OIC, or Special Staff Officer affected. Inspections performed by the Installation Explosives Safety Officer (ESO), or unit level personnel under the direction of the Installation ESO, will be considered part of the ESSA process. This will negate duplicative inspections and promote effective utilization of personnel resources.

(b) Initiate Corrective Action Plan (CAP) reports per enclosure (3), for all Explosive Safety related deficiencies noted during ESSA audits and distribute the CAP to responsible COs, OICs, or Special Staff Officers for corrective action.

(c) Ensure required corrective action is taken on all documented explosive safety related deficiency findings with regular follow up and close out of CAP reports when deficiencies are corrected.

(d) Analyze ESSA results to ensure underlying causes and unfavorable trends are identified and corrective action is initiated immediately.

(e) Assist in all facets of the evaluation and corrective action process.

(f) Retain all ESSA records for four years (two ESI cycles) as required by reference (b).

(g) Provide a formal annual report and periodic status reports to the Commanding General (CG) for progress review, audit findings, CAPs, and problem areas identified that require special attention.

(h) Submit a copy of MAGTFTC, MCAGCC's ESSA Plan and Instruction to the Explosives Safety Support Office Pacific no later than 30 days prior to the scheduled biennial ESI.

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(2) COs, OICs, and Special Staff Officers

(a) Designate a representative to participate in the command self assessment process and assist with ESSA audits, evaluations, and CAPs.

(b) Ensure immediate action is taken to correct explosive safety deficiency findings under your cognizance. Record, document all corrective actions as per the ESI checklists, and forward to the Installation ESO.

(3) COs of Tenant Commands. Request the following be provided, commensurate with operational commitments:

(a) Designate a unit representative to participate in the installations self-assessment process and assist with ESSA audits, evaluations, and CAPs.

(b) Ensure immediate action is taken to correct explosives safety deficiency findings under your cognizance. Record and document all corrective actions as per the ESI checklists and forward to the Installation ESO.

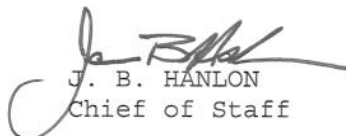
c. Coordinating Instructions. For access to Safety's SharePoint site or to attain the ESI checklists, contact the Installation ESO, Mr. Hurlbert Spencer at spencer.hurlbert@usmc.mil or (760) 830-8464.

4. Administration and Logistics. Distribution statement A directives issued by the CG are distributed via email upon request and can be viewed at: <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

5. Command and Signal

a. Command. This Bulletin is applicable to all active duty, reserve, civilian personnel, and units that fall under the cognizance of the CG, MAGTFTC, MCAGCC.

b. Signal. This Bulletin is effective the date signed.

  
J. B. HANLON  
Chief of Staff

Distribution: A

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Applicable Program List

Program 1	Command Administration and Management
Program 2	Qualification and Certification
Program 3	Standard Operating Procedures
Program 4	Storage and Magazines
Program 5	Operating Buildings and Production Lines
Program 6	Lightning Protection System and Grounding
Program 7	Environmental Compliance
Program 8	Physical Security
Program 9	Ranges and Explosive Ordinance Disposal
Program 10	Transportation
Program 11	Not Applicable
Program 12	Not Applicable
Program 13	Airfield Operations
Program 14	Ammunition Associated Equipment
Program 15	Inventory Accuracy

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Inspection Schedule

<u>UNIT</u>	<u>FACILITY</u>	<u>APPLICABLE PROGRAMS</u>	<u>ESSA MONTH</u>	<u>INSPECTION MONTH</u>
VMU-1	ARMORY	1, 2, 4, 8, 10, 15	JAN	JUN
MWSS-374	ARMORY	1, 2, 4, 8, 10, 15	JAN	JUN
D CO, 4TH TANK BN	ARMORY	1, 2, 4, 8, 10, 15	JAN	JUN
HQBN	ARMORY	1, 2, 4, 8, 10, 15	JAN	JUN
ESD	STORAGE	1, 2, 4, 8, 15	FEB	JUL
PMO	RFI	1, 2, 4, 8, 15	FEB	JUL
NCIS	STORAGE	1, 2, 4, 8, 15	FEB	JUL
MWD	KENNEL	2, 3, 10	FEB	JUL
CLB-7	ARMORY	1, 2, 4, 8, 10, 15	APR	OCT
CLC-13	ARMORY	1, 2, 4, 8, 10, 15	APR	OCT
C CO, MCCES	ARMORY	1, 2, 4, 8, 15	APR	OCT
D CO, 3D AAV BN	ARMORY	1, 2, 4, 8, 10, 15	APR	OCT
CLD	CMA	1-4, 6, 8, 10, 14, 15	MAY	NOV
MTU	RSL	1-4, 6, 8, 10, 15	JUL	FEB
EOD	ADMIN AND SV-50	1-4, 6, 8, 10, 15	JUL	FEB
MWSS-374	AIRFIELD / ASP	1-4, 6, 8, 10, 13, 14, 15	AUG	MAR
HQCO, 7TH MAR	ARMORY	1, 2, 4, 8, 10, 15	OCT	APR
1ST BN, 7TH MAR	ARMORY	1, 2, 4, 8, 10, 15	OCT	APR
2D BN, 7TH MAR	ARMORY	1, 2, 4, 8, 10, 15	OCT	APR
3D BN, 7TH MAR	ARMORY	1, 2, 4, 8, 10, 15	OCT	APR
1ST TANK BN	ARMORY	1, 2, 4, 8, 10, 15	NOV	MAY
3D BN, 11TH MAR	ARMORY	1, 2, 4, 8, 10, 15	NOV	MAY
3D LAR BN	ARMORY	1, 2, 4, 8, 10, 15	NOV	MAY
FIRE DEPT	STATIONS	FIRE MAP VALIDATION	MAY*	NOV*

\* **Note:** May and November are the primary months the Fire Maps will be inspected/validated; however the ESO may check at any time to ensure the system in place is being adhered to and is working.

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Corrective Action Plan Guidance

1. A Corrective Action Plan (CAP) ensures correction and prevention of recurrence of discrepancies observed during a Command directed Explosives Safety Self Assessment Program (ESSA) Inspection by identifying the root cause(s) and applying the appropriate corrective action for both isolated and systemic problems. When executed properly, it becomes an integral part of a Command's Explosives Safety Program and significantly increases the effectiveness of the ESSA.

2. Experience has indicated that to properly and effectively execute a CAP, the Command must first critically examine each discrepancy to determine if it is an isolated occurrence or evidence of a widespread (systemic) problem. The Command must attempt to identify any root causes of the discrepancy then initiate appropriate corrective action to prevent recurrence. The Explosives Safety Officer (ESO) shall revisit all root causes at a minimum of 120 days post ESSA to ensure corrective action is completed.

3. CAPs shall:

a. Be submitted by the respective unit representative to the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) ESO within 30 days of the date stamp on official ESSA letter. 7th Marine Regiment Units will route all CAPs via the Commanding General, 1st Marine Division (Attn: G-4 AMMO).

b. Be subjected to periodic progress review until all outstanding deficiencies are physically and administratively corrected.

c. Logically follow previously submitted CAPs by tracking progress on all outstanding deficiencies. Actions previously listed as completed (have been physically corrected) require no further reporting.

4. The following is a recommended format for CAP submittals:

a. COMMAND NAME (UIC: XXXXX)

b. Finding 01-99/01.05. (Finding narrative from ESSA Report. List findings in order, utilizing exact verbiage and same identifying number provided in ESSA report).

c. Discussion. (Optional response supporting information).

d. Root Causes. (Description of grass root causative information).

e. Corrective Action. (What was done to correct deficiency).

f. Interim Corrective Action. (Describe if necessary).

g. Current Status. (Present situation or circumstances of corrective action or non-corrective action and projected/actual completion date of the correction. If discrepancy has been abated, so state, with date).

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5. The following is an example of a formatted CAP submittal:

- a. EXPLOSIVE ORDNANCE DISPOSAL (EOD) UNIT (UIC: 35010)
- b. Finding EOD 05-001. EOD personnel do not have training documentation to support current applicable certifications. Paragraphs 5f(2), 5t, and 6c of reference (c) pertain.
- c. Discussion. An assisting inspector from ESSOLANT provided clarification of EOD Cert/Qual requirements during the ESSA with MAGTFTC, MCAGCC ESO and EOD personnel.
- d. Root Causes. The documentation inaccuracy was due to EOD administrative personnel not fully understanding the reference, the process, and how it pertains to EOD.
- e. Corrective Action. All EOD Cert/Qual documentation was updated in accordance with the reference.
- f. Interim Corrective Action. N/A.
- g. Current Status: All EOD Cert/Qual records are currently accurate as of 30 Nov 2014 to include the 180 day training records.

Enclosure (3)